

SAMPLE LETTER FROM CO-WORKER

TO: NEW EMPLOYEE

FROM: CO-WORKER

I want to introduce myself and let you know how happy I am that you will be joining our unit. Supervisor Bob asked me to help you out as you get settled in to your new job. I will do what I can to help you get situated and comfortable in our department and your new job. I will be available to show you around, answer questions and just generally help you out. I will come by your cubicle on your first day and introduce myself and we can go from there.

I look forward to meeting you and helping you make the transition to a (department) employee.